

CITY OF MILPITAS

Office of Building Safety
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240
www.ci.milpitas.ca.gov



Recycled Water Inspection and Documentation Procedures

Recycled Water Permits Shall Be Issued as Stand-Alone Permits.

Cross-Connection Test:

1. Contractor shall coordinate all required personnel and equipment to be on site on day and time of testing.
2. Contractor or Cross-Connection Specialist shall contact SBWR a minimum of 7 days prior to cross-connection testing. ***No testing shall be done without the SBWR representative on site to observe the testing procedures unless SBWR representative gives written clearance to proceed without their attendance.***
3. Contractor shall request an inspection of the cross-connection test by the Office of Building Safety. Inspections may be scheduled 24 hours a day online or by phone:

[Schedule Inspections Online](#)

[Schedule Inspections by Phone](#)

4. State/SBWR Approved plans issued as approved by the city shall be onsite and available at the inspection requested.
5. The CSS (Certified Site Supervisor) information shall be provided to the Cross-Connection Specialist.
6. Cross-Connection Specialist with assistance from the Contractor shall coordinate all required information and signatures required and fill out and complete the latest version of the SBWR "Cross-Connection Test" form. ***You must use the current form!*** A copy of this form once completed shall be emailed to the city inspector ***and*** the following email: recycledwater@ci.milpitas.ca.gov. It is required that this form be completed, with all signatures applied prior to approval of the test by the inspector and SBWR.

Construction:

1. State/SBWR approved plans issued as approved by the city shall be onsite and available at all the inspections requested by the contractor.
2. Contractor shall request city installation inspection of system components prior to covering any portion of the recycled water system.
3. The Certified Site Supervisor (CSS) information including name, company/entity, certification number, phone number, and email address shall be available at the beginning of the inspection for form documentation purposes.
4. Layout for installation and construction of the recycled water system (including location, separation, materials and color, sizes, model numbers, etc.) shall be in strict conformance with the approved State DDW/SBWR plans incorporated into city approved and issued plans. Changes shall be incorporated into a revised Record Plan set that will be required to be resubmitted to the State and SBWR for reapproval and issuance by the city prior to final approval of construction inspections.
5. Each section of recycled water piping shall be tested prior to covering to verify no leakage. All equipment, electrical circuits, sprinkler heads, emitters, signage etc. shall be as required by the approved and issued plans.

6. The latest version of SBWR “Recycled Water Inspection Checklist: Construction” shall be filled out by the inspector after the cross-connection test has been verified as “Pass” and construction of the recycled water system is complete including signage/tags. **You must use the current form!** A copy of this form once completed shall be emailed by either the contractor or cross-connection specialist to the city inspector **and** the following email: recycledwater@ci.milpitas.ca.gov. In this manner, the forms forwarded to the City of Milpitas Engineering Utilities will be available for completion of any additional information not available to the inspector, such as meter numbers.
7. The City inspector will then obtain a copy of the completed form from Engineering Utilities and attach it to the Recycled Water Permit in TRAKiT.

Coverage Test:

1. Contractor shall request a Recycled Water Coverage Test by the Office of Building Safety by methods given under Cross-Connection Test, item 3.
2. State/SBWR Approved plans issued as approved by the city shall be onsite and available at the inspection requested.
3. The Certified Site Supervisor (CSS) information shall be provided by the Contractor to the inspector for form documentation.
4. Inspector shall complete the latest version of the SBWR “Recycled Water Coverage Test” form. **You must use the current form!** The form shall be attached to the Recycled Water permit in TRAKiT and forwarded to the following email: recycledwater@ci.milpitas.ca.gov.

Questions:

If you have any questions regarding this document and the procedures described therein, please contact the Office of Building Safety at (408) 586-3240 or email buildingpermitcenter@milpitas.gov.

Resources:

State Water Resources Board -

https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/Lawbook.html

SBWR – www.sanjoseca.gov/sbwr